

Effective Date:  
08/01/13

## CHAPTER 12

### INTERSTATE COMPACT

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**.01 AUTHORITY**

Wisconsin Statutes §304.16  
Wisconsin Administrative Code - DOC 328.09  
Rules of the Interstate Commission for Adult Offender  
Supervision

**.02 ADMINISTRATIVE STRUCTURE**

DCC CENTRAL OFFICE, MADISON

- Compact Administrator
- Deputy Compact Administrator

DCC REGIONAL STRUCTURE

Community Corrections Supervisors and Agents from each region are designated Compact Specialists by the Regional Chief. Compact Specialists act on behalf of the Compact Administrator in all decisions to accept, reject, or terminate supervision under the Compact. Compact Specialists shall be trained by the Central Office Compact Staff prior to processing Interstate Compact matters.

**.03 INTERSTATE COMPACTS**

INTERSTATE COMPACT FOR SUPERVISION OF PAROLEES  
AND PROBATIONERS

Enacted in 1937, this Compact regulating interstate transfers of offenders was adopted by all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. This Compact has been replaced in every jurisdiction by the Interstate Compact for Adult Offender Supervision.

INTERSTATE COMPACT FOR ADULT OFFENDER  
SUPERVISION (ICAOS)

Effective June 19, 2002, this Compact authorized creation of a national commission and staff to:

- regulate the interstate movement of offenders,
- promote effective tracking, supervision, and rehabilitation of offenders, and
- equitably distribute costs, benefits, and obligations among states.

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### .03 INTERSTATE COMPACTS (continued)

The Compact requires each member state to create a state board providing oversight and advocacy of operations under the Compact.

Additional information, including ICAOS Rules, directory of states' compact offices, and training resources are available at the ICAOS website: [www.interstatecompact.org](http://www.interstatecompact.org).

### .04 DEFINITIONS

INTERSTATE COMPACT OFFENDER TRACKING SYSTEM (ICOTS). The internet-based application for all interstate compact business processes.

RECEIVING STATE. The state which is requested to assume supervision of an offender.

RELOCATE. To remain in another state for more than 45 consecutive days.

RESIDENT. For the purpose of transfer of supervision under the terms of the Compact, an offender may be considered a resident of a state if the offender has continuously inhabited a state for more than one year prior to the commission of the offense for which the person is under supervision, and who has not, unless incarcerated, relocated to another state or states for a continuous period of six months or more with the intent to establish a new principal place of residence.

RESIDENT FAMILY. A parent, grandparent, aunt, uncle, adult child, adult sibling, spouse, legal guardian, or step-parent who has resided in the receiving state for 180 days or longer. The family must indicate a willingness and ability to assist the offender as specified in the plan of supervision.

SENDING STATE. The state requesting transfer of supervision.

SEX OFFENDER. For interstate compact purposes, a "sex offender" is a person under supervision who is required to register as a sex offender in the sending or receiving state.

SIGNIFICANT VIOLATION. A violation which would result in revocation if it were committed by an offender sentenced in the receiving state.

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#### .04 DEFINITIONS (continued)

SUBSTANTIAL COMPLIANCE. An offender is in "substantial compliance" if there is no revocation action pending or in progress in the sending state.

VIOLENT CRIME. Any crime involving the unlawful exertion of physical force with the intent to cause injury or physical harm to a person; or an offense in which a person has incurred direct or threatened physical or psychological harm as defined by the criminal code of the state in which the crime occurred; or the use of a deadly weapon in the commission of a crime; or any sex offense requiring registration.

VIOLENT OFFENDER. An offender under supervision for a violent crime.

#### .05 ICAOS STANDARDS AND RULES

ICAOS Rules are binding on the compacting states and are enforceable in federal court. The courts and executive agencies of a state are legally bound to enforce the compact and to take all actions necessary to achieve the compact's purposes and intent.

CORRESPONDENCE BETWEEN STATES. All interstate compact business processes must be completed in ICOTS. All other formal interstate correspondence between states must go through the Compact Specialist or the DCC Interstate Compact Central Office.

ELIGIBILITY FOR SUPERVISION. Eligibility to transfer supervision under the ICAOS is subject to the following criteria:

1. Offender is an adult, or a juvenile treated as an adult by the court, and is
2. Subject to supervision, i.e., required to report or be monitored by supervising authorities, as the result of the commission of a criminal act, and who

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**.05 ICAOS STANDARDS AND RULES (continued)**

3. Has been sentenced or received a deferred sentence for
  - a. A felony offense, or
  - b. A misdemeanor which meets ALL the following criteria:
    - Offender has been placed on supervision for one year or more; and
    - Offense involves:
      - Direct or threatened physical or psychological harm to a victim, or
      - A second or subsequent OWI, or
      - Use or possession of a firearm, or
      - A sexual offense requiring registration as a sex offender in the sending state; and
4. Has at least three months of supervision remaining; and
5. Has a valid plan of supervision in the receiving state.

A sending state may request transfer of a case which does not meet the criteria for eligibility if the sending state believes supervision in the receiving state is necessary. The receiving state, for good cause, may consent to the transfer of supervision of an offender who does not otherwise qualify for transfer of supervision.

A receiving state SHALL accept transfer of supervision of an eligible offender who is in substantial compliance with the terms of supervision and the offender is either:

- A "resident" of the receiving state; OR
- Has "resident family" in the receiving state who indicate willingness and ability to provide assistance as specified in the supervision plan, and the offender can obtain employment or has a means of support in the receiving state.

ELIGIBILITY - SPECIAL CIRCUMSTANCES. Offenders who are in substantial compliance with the terms of supervision are not required to meet the "resident" or "resident family" requirement in any of the following circumstances:

- Offender is a member of the military and has been deployed by the military to another state;
- Offender resides with a family member who is deployed by the military to another state, provided that the offender will reside with the military member in the receiving state; or
- Offender resides with a family member who is transferred to another state at the direction of the employer and as a condition of maintaining employment, provided that the offender will reside with the family member, unless the receiving state can show good cause for rejecting the transfer; or

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.05 ICAOS STANDARDS AND RULES (continued)

- Offender is transferred to another state by their full-time employer, at the direction of the employer and as a condition of maintaining employment shall be eligible for reporting instructions and transfer of supervision.

SPECIAL CONDITIONS. If a special condition is placed on an offender by the sending state and will not, or cannot, be enforced, the receiving state must notify the sending state at the time the transfer request is received. A receiving state which places a special condition upon an offender shall notify the sending state as soon as possible.

OPPORTUNITY TO INVESTIGATE. The receiving state shall be given the opportunity to investigate the prospective plan of the individual prior to movement to the receiving state. Refer to 12.02.01. Receiving states have up to 45 days to investigate the transfer plan.

TRAVEL DURING INVESTIGATION. Offenders are normally not allowed to travel to a receiving state, without reporting instructions, while a transfer is pending. The only exception is when travel is necessary for the purposes of pre-existing employment. In these cases, the offender must notify the receiving state and must return to the sending state each day.

ACCEPTANCE TIME LIMIT. An acceptance by a receiving state shall be valid for 120 days. If the sending state has not sent an ICAOS Notice of Departure in that timeframe, the receiving state may withdraw its acceptance and close interest in the case.

ROLE OF THE COMPACT ADMINISTRATOR OFFICE. Acceptance, rejection, or termination of interest in a Compact case shall not occur except through the office of the Compact Administrator or designee.

TRANSFER TO A THIRD-PARTY STATE. Transfer of the supervision to a third-party state is the responsibility of the original sending state. The state supervising the offender shall notify the sending state prior to any transfer to a third-party state. The state supervising the offender shall not close interest prior to acceptance of the transfer by the third-party state. The sending state shall notify the supervising state of acceptance of transfer by the third-party state.

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.05 ICAOS STANDARDS AND RULES (continued)

RETURN OF SUPERVISION TO THE SENDING STATE. Upon an offender's request to return to the sending state, the receiving state shall request reporting instructions from the sending state. The sending state shall provide reporting instructions within two business days. The offender shall remain in the receiving state until receipt of reporting instructions.

OBLIGATION TO PROVIDE FOR RETURN. A sending state shall provide for the return of violators supervised under the Compact, including expenses associated with such return, in a reasonable and expeditious manner.

RECIPROCAL DUTIES BETWEEN STATES. Supervision of Interstate Compact offenders will be governed by the same standards which prevail within the state for its own offenders.

INTENSITY AND DURATION OF SUPERVISION. The duration of the period of supervision shall be determined by the sending state. The level (degree of supervision) shall be determined by the receiving state.

DEPARTURE AND ARRIVAL REPORTING. Departure and Arrival reports shall be sent immediately to the receiving or sending state. The date of departure/arrival, offender's address, and offender's telephone number must be noted.

PROGRESS REPORTS. Progress reports shall be provided annually, or for good cause, upon request by the sending state. The progress report will consist of the offender's current residence and employment information, along with a summary of the offender's progress, performance and attitude, and any recommendations or requests from the supervising agent.

COLLECTION OF SUPERVISION FEES. No sending state shall impose supervision fees on an offender being supervised by another state under the Compact. Wisconsin offenders shall continue to pay supervision fees until arrival and acceptance by the receiving state. Upon notification of acceptance and arrival in another state, the Wisconsin agent will submit a Supervision Fee Action Report (DOC-1682) to the Supervision Fee Designee to stop the Supervision Fee charges. Interstate Compact transfer-in offenders are subject to Wisconsin supervision fees based on the date of the offender's arrival and acceptance in Wisconsin.



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.05 ICAOS STANDARDS AND RULES (continued)

COLLECTION OF MONEY BY THE SENDING STATE. Collection of financial obligations remains the responsibility of the sending state. The receiving state may encourage the offender to pay the obligations but is not directly involved in the collection. The sending state may communicate directly with the offender regarding matters of financial obligations. If the sending state notifies the receiving state that an offender is not complying with financial conditions, the receiving state shall notify the offender that the offender is in violation of the conditions of supervision and must comply.

TRAVEL PERMITS (TO A RECEIVING STATE).

Temporary. An offender who is not a "sex offender" under the compact, and who is living in another state at the time he or she is placed on probation, may be given a temporary travel permit for up to seven days to allow time for the receiving state to issue reporting instructions. (See 12.02.01)

Provisional. Provisional travel permits may be issued by a sending state to allow an offender to proceed to a receiving state prior to completion of an investigation and formal acceptance of the case in emergency situations. NO PROVISIONAL TRAVEL PERMIT MAY BE ISSUED WITHOUT REPORTING INSTRUCTIONS FROM THE RECEIVING STATE.

CLOSING INTEREST IN COMPACT CASES. Interest in a Compact case shall be closed under the following conditions:

- Upon the date of discharge, unless the sending state has informed the receiving state in writing of an earlier or later date to close interest;
- Upon notification of absconder status. In the event of an offender absconding from supervision, the receiving state will alert the sending state via a violation report and close interest;
- In the event an out-of-state offender is incarcerated for 180 days or longer;
- In the event of the death of an offender; or
- The offender has returned to the sending state.

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.05 ICAOS STANDARDS AND RULES (continued)

RETAKING. Offenders transferred under the Compact have waived their rights to extradition proceedings. In most instances, the decision to "retake" an offender is within the sole discretion of the sending state. However, upon request from a receiving state, a sending state shall retake an offender if:

- The offender has been convicted of a new felony offense,
- A violent offender has committed a significant violation,
- An offender has been convicted of a new violent offense,
- The offender is an absconder, apprehended in the receiving state

If an offender has committed three or more significant violations, upon request from a receiving state, the sending state must retake or order the offender to return to the sending state.

VICTIM NOTIFICATION. If an offender's case has been designated "Victim Sensitive" according to the laws of the sending state, a receiving state is required to notify the sending state when the offender;

- Commits a significant violation;
- Changes address;
- Returns to the sending state where the victim resides;
- Departs the receiving state under an approved plan of supervision in a third state; or
- Is issued a travel permit.

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**.01 POLICY**

The purpose of the Interstate Compact for Adult Offender Supervision is to control the interstate movement of offenders. No offender under supervision in Wisconsin who is subject to the ICAOS rules will be allowed to reside in another state except as provided by those rules. No offender may be given a series of temporary travel permits for the purpose of avoiding the compact requirements.

Permitting offenders to proceed to a receiving state without formal acceptance should not be allowed except in limited situations, and then only with the permission of, and reporting instructions from, the receiving state. (See Section 12.02.04 for exceptions).

If an offender is required to provide a DNA specimen, the agent shall verify that the DNA has been obtained before allowing the offender to leave Wisconsin under the compact.

All financial obligations should be paid or a payment plan established before the offender leaves the State of Wisconsin. The state accepting supervision will not be responsible for the collection of financial obligations. Refusal by the offender to comply with the established payment plan is grounds for revocation or return to Wisconsin for judicial review.

Extension orders must be sent to the receiving state prior to discharge or that state will close its interest and cease supervision upon the scheduled discharge date.

**.02 TRANSFER REQUEST REQUIREMENTS**

REQUIRED ICAOS FORMS:

- Offender's Application for Interstate Compact Transfer

NOTE: The offender's completed, signed, and witnessed application is the only ICAOS form required to be attached to a transfer request. All other forms are completely auto-populated within ICOTS, from information entered by the responsible ICOTS User. Completed forms may be downloaded from ICOTS if a copy is needed for a case file.

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**.02 TRANSFER REQUEST REQUIREMENTS (continued)**

REQUIRED DOC FORMS:

- DOC-10 Rules of Community Supervision
- DOC-24 Transfer Summary (Manual Format 16.09.02)
- DOC-101 Extension Order for probation cases that have been extended by court.
- DOC-179 Probation Social Investigation
- DOC-179A Agent's Assessment and Impressions

ADDITIONAL TRANSFER REQUEST REQUIREMENTS:

- Judgment of Conviction
- Criminal Complaint, police report or other description of offense
- Prior Record Listing (DOC-2354) Note: The CIB/NCIC electronic record or printouts (record checks) may not be included in the packet
- Photograph, front-facing head shot
- Information about court obligations, including address where payments are to be sent
- Pre-Sentence Investigation (if applicable)
- Relevant medical or psychological information (if available)
- Information about whether offender is subject to sex offender registry requirements (DOC-1759, if applicable)

ADDITIONAL TRANSFER REQUEST REQUIREMENTS FOR SEX OFFENDERS (UNLESS NON-EXISTENT OR NOT AVAILABLE):

- Sex offender assessment
- Social History
- Information about the offender's criminal sexual behavior
- Law enforcement report describing the sex offense
- Victim information (name, sex, age, relationship to the offender)
- Victim's statement or statement of victim's representative
- Current or recommended treatment and supervision plan.

IF ANY REQUIRED INFORMATION IS NOT SUBMITTED, AGENT MUST DOCUMENT REASON AND ANY STEPS TAKEN TO OBTAIN THE MISSING INFORMATION.

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### .03 PROCEDURE FOR REQUESTING TRANSFER TO ANOTHER STATE

An offender on supervision may request transfer to another state. The agent should assess the offender's request, evaluating whether or not the proposed plan in the other state meets the criteria of the Compact. If the agent agrees that transfer to another state is appropriate, the agent will submit a complete transfer request, with all required documents, in ICOTS. If the offender is an inmate requesting transfer to another state upon release, social workers should verify the proposed transfer plan and discuss with the assigned agent. If the agent and social worker agree the plan is appropriate and consistent with the criteria for transfer under the Compact, the social worker will submit the transfer request in ICOTS.

Effective January 1, 2008, "sex offenders" as defined in the Compact rules are subject to additional restrictions and information requirements. In order to identify offenders subject to these requirements, the agent must determine if an offender is required to register as a sex offender in Wisconsin or the receiving state. In some states, offenders may be required to register for sexual offenses which do not require registration in Wisconsin. The agent should contact the receive state's registration authority to determine the offender's status in that state if:

- The offender is on supervision for a misdemeanor sexual offense;
- The offender has previously been convicted of a misdemeanor sexual offense in Wisconsin; or
- The offender has been convicted of any sexual offense in any other state; and
- The offender denies being registered as a sex offender in the receiving state.

The Compact Specialist will review the transfer request and, if approved, forward the transfer request to the Compact Office. The Compact Office will review the transfer request and, if approved, forward transfer request to the receiving state for investigation.

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.03 PROCEDURE FOR REQUESTING TRANSFER TO ANOTHER STATE (continued)

If the receiving state does not reply within 45 calendar days, the agent may submit a Compact Action Request in ICOTS. If a reply is not received, the Compact Specialist may make inquiry to the Compact Administrator's Office of the receiving state via e-mail, with a copy to the Wisconsin Deputy Compact Administrator. If necessary, this inquiry process should be repeated every 30 calendar days until the case is accepted or rejected.

Issues of policy, compliance with Interstate Compact rules, or problem resolution are to be referred to the Compact Specialist. If the Compact Specialist is unable to resolve an issue, the Compact Specialist will forward the matter to the Wisconsin Compact Administrator for resolution.

ACCEPTANCE: Once notification of formal acceptance by the receiving state is received, the offender may be allowed to proceed to the receiving state. The offender is issued a Travel Permit (DOC-50). Reporting instructions in the receiving state should be included on the DOC-50. The agent will submit the Notice of Departure in ICOTS.

For an inmate proceeding directly to the receiving state at release, the agent will send the Offender Release Authorization (DOC-15), the DOC-50, and Rules of Community Supervision (DOC-10), including any special rules, to the institution social worker. The social worker will review the rules and reporting instructions with the inmate and obtain the inmate's signature where required. The social worker will submit a Notice of Departure in ICOTS and forward a signed copy of the DOC-10 and DOC-50 to the assigned agent.

REJECTION: If the receiving state rejects supervision, the agent must develop a supervision plan in Wisconsin.

TRAVEL PRIOR TO FORMAL ACCEPTANCE: Travel prior to acceptance is only allowed when:

- The offender is currently employed in the receiving state. The offender may travel to the receiving state for the purpose of pre-existing employment, but must return to Wisconsin, daily, during non-working hours. In these cases, the transfer request must indicate that the offender will be commuting to and from employment.

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.03 PROCEDURE FOR REQUESTING TRANSFER TO ANOTHER STATE (continued)

- The offender (other than a "sex offender" under the compact) is living in the receiving state at the time of being placed on probation. An eligible offender who has been incarcerated for 6 months or less as a condition of probation may be allowed to travel under this exception. Requests for reporting instructions under this exception must be made within seven days of sentencing or release from incarceration to probation supervision. Upon verification of the offender's residence, the agent may issue a temporary travel permit for up to seven days.

The agent must immediately submit a Request for Reporting Instructions in ICOTS. The receiving state must issue reporting instructions within two business days of a request. The agent must maintain communication with the offender to assure that reporting instructions are promptly relayed to the offender. A Notice of Departure is submitted in ICOTS upon receipt of reporting instructions. A COMPLETE TRANSFER PACKET MUST BE SUBMITTED TO THE RECEIVING STATE WITHIN 15 CALENDAR DAYS FOLLOWING ISSUANCE OF REPORTING INSTRUCTIONS.

- If the probationer residing in the receiving state at the time of sentencing is a "sex offender" under the compact, the sex offender must remain in Wisconsin until reporting instructions are issued. The receiving state may take up to five business days to reply. The receiving state may deny the reporting instructions if it determines that the residence is not acceptable due to law or policy. In that case, the sex offender must remain in Wisconsin.
- The receiving state has issued expedited reporting instructions. When there are compelling circumstances which require the offender's immediate presence in the receiving state, the agent may submit a Request for Reporting Instructions. The receiving state must reply within two business days. If the receiving state grants the expedited reporting instructions, the agent may issue the Travel Permit and submit the Notice of Departure. A COMPLETE TRANSFER PACKET MUST BE SUBMITTED TO THE RECEIVING STATE WITHIN 7 CALENDAR DAYS FOLLOWING ISSUANCE OF REPORTING INSTRUCTIONS. NO TRAVEL PERMIT MAY BE ISSUED PRIOR TO RECEIVING REPORTING INSTRUCTIONS.

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.03 PROCEDURE FOR REQUESTING TRANSFER TO ANOTHER STATE (continued)

If the offender has been given permission to proceed to the receiving state prior to acceptance, the offender's ledger classification should accurately reflect the level of supervision provided by the Wisconsin agent. Upon acceptance, the ledger classification shall be changed to OS.

If the offender is required by s.301.48, WI Stats., to be monitored by a GPS tracking device, the tracking device may be removed when the offender leaves Wisconsin. Should the offender return to Wisconsin, the GPS tracking must be reinstated.

If the offender is required to submit a DNA specimen to the State of Wisconsin Crime Lab, the DNA must be collected before the offender is allowed to relocate.

Upon notification that the receiving state has rejected the transfer request, the agent must direct the offender to return to Wisconsin immediately. If the offender does not return as directed, the agent must issue an Apprehension Request (DOC-58). The agent shall check "Extradite" and include "Interstate Compact case; Have signed waiver; Will retake" in the "Comments" section. The Apprehension Request must be enforceable nation-wide.



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**.01 FINANCIAL OBLIGATIONS**

SUPERVISION FEES. The offender is responsible for paying supervision fees in Wisconsin until the offender has been formally accepted and is under supervision in the receiving state.

COURT OBLIGATIONS. Whenever feasible, all court obligations should be paid in full, prior to transfer. If obligations are not paid in full, the offender shall not be allowed to transfer out of state unless a realistic payment plan is established between the Wisconsin agent and the offender. The agent should include on the Rules of Community Supervision (DOC-10) any payment plan and the address to which payments are to be sent. The Wisconsin agent is responsible for monitoring compliance with the payment plan and taking action, including ordering the offender to return in the event the offender fails to make a good faith effort.

If the offender is being supervised out of state and financial obligations have not been paid 90 days prior to discharge, the Wisconsin agent is responsible for requesting the Court extension or to request the Court enter a Civil Judgment. The agent will attach the Petition and Stipulation to Waive Appearance and Hearing (DOC-101) to a Compact Action Request and submit, via ICOTS, to the supervising agent in the receiving state, requesting assistance to obtain and witness the offender's signature. The request should indicate the date by which the witnessed documents must be returned.

If the court extends the probation case(s), the receiving state must be notified, prior to the original discharge date. The agent shall enter the new discharge date into ICOTS and submit a Compact Action Request with the signed (DOC-101) to the receiving state. Once these obligations are paid in full, the Wisconsin agent must notify the receiving state to close interest via the ICOTS Compact Action Request.

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**.02 VOLUNTARY RETURN TO WISCONSIN**

A receiving state may not permit a Wisconsin offender who is being supervised in the receiving state to return to Wisconsin, with the intent to remain in Wisconsin, without first obtaining reporting instructions. The Compact Office will direct the offender to report to the agent of record and will send notice to the agent and Compact Specialist.

The receiving state will submit an ICOTS Case Closure Notice when the offender departs. The Wisconsin agent must answer with an ICOTS Reply to Case Closure, accepting the closure, in order to remove the case from the agent's active ICOTS caseload.

The Wisconsin agent shall resume supervision upon the offender's return. A DOC-506 and Case Plan (DOC-1260) (with copies to the Ledgerkeeper) or transfer under section 11.02 of the Operations Manual shall be completed.

**.03 INVOLUNTARY RETURN FROM ANOTHER STATE**

The Wisconsin agent, for cause, may at any time order an offender to return to this state. The agent shall issue the order in a Compact Action Request or a Response to Violation Report. The agent must specify the date by which the offender must report to the agent.

If the offender fails to return by the specified date, the agent will issue an Apprehension Request (DOC-58). In all cases, the agent shall check "Extradite" and include the following Comment: "Interstate Compact case; Have signed waiver; Will retake". The Apprehension Request must be enforceable nation-wide.

RECEIVING STATE REQUEST: When a receiving state requests return under the Compact, due to any of the following circumstances, the offender must be retaken:

- The offender has been convicted of a new violent crime;
- A violent offender has committed a significant violation which would result in a recommendation for revocation in the receiving state;
- The offender has been convicted of a new felony offense in the receiving state; or
- The offender absconded while being supervised in the receiving state and has subsequently been apprehended in the receiving state.

Upon a receiving state's request, Wisconsin must retake or order the offender to return to the sending state if the offender has committed three significant violations.

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.04 VIOLATION AND REVOCATION

An offender under supervision in another state remains subject to revocation in Wisconsin if the offender has violated the rules of supervision of either state. The receiving state must notify Wisconsin within 30 days of discovery of any significant violation. The Wisconsin agent must discuss the violation with the supervisor and decide what action will be taken. Within ten days of receiving the Violation Report, the agent must submit a Response to Violation Report in ICOTS. If not included in the Violation Report, the following information must be requested:

- If there has been a new conviction or pending criminal charges;
- If the offender is available for return to Wisconsin;
- Offender's location, if the offender is incarcerated.

If Wisconsin does not intend to initiate revocation of the offender's supervision, no Probable Cause Hearing is required. If revocation is a possible outcome, the offender is entitled to an on-site Probable Cause Hearing. In that case, the Response to Violation Report shall include a request for an on-site Probable Cause Hearing.

Unless the offender has absconded, no warrant should be issued by Wisconsin prior to a probable cause determination in the receiving state.

A Probable Cause Hearing may not be waived without a signed admission of at least one significant violation which will be used as a basis for revocation.

Upon receipt of the Probable Cause Hearing report, the agent and supervisor will review the hearing record, and if sufficient basis for revocation has been established, shall arrange for the return of the offender to Wisconsin. The agent shall request a violation warrant, identifying the reasons for the warrant, from the DCC Extradition Office. The Extradition Office will forward the warrant and the "Offender's Application for Interstate Compact Transfer" to the holding facility in the other state.

Once the offender has been returned to Wisconsin, the receiving state may close interest.

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.05 ARRANGEMENTS FOR TRANSFER TO A THIRD-PARTY STATE

An offender under supervision in another state may request transfer to a third state. If the agent and supervisor disapprove, the agent will submit a Compact Action Reply advising that the transfer plan is not approved and continued supervision in the current supervision state is required.

If the request is approved by the Wisconsin agent and supervisor, the Wisconsin agent is responsible for creating the new request, in ICOTS, to the third state. Once all required information has been entered in ICOTS, but prior to submitting the transfer request, the agent should print the Offender's Application for Transfer. The application must be sent to the offender's supervising agent in the current receiving state. That agent must obtain and witness the offender's signature. The original, signed document must be returned to Wisconsin and uploaded into the new ICOTS case. Only after the signed application is attached, may the transfer request be submitted.

The offender must remain in the current supervising state until the third-party state issues reporting instructions or formally accepts supervision.

ACCEPTANCE BY THIRD-PARTY STATE: Upon receipt of formal acceptance in the third-party state, the agent will submit a Compact Action Request, requesting the current supervising state to allow the offender to proceed to the third-party state with reporting instructions. The current supervising state will issue a travel permit to the offender and send a Case Closure Notice to Wisconsin. The Wisconsin agent will submit a Departure Notice to the new receiving state in ICOTS.

REJECTION BY THIRD-PARTY STATE: The Wisconsin agent will notify the original receiving state of the third state's decision. If the offender has not left the original receiving state, the offender will remain under supervision in that state.

If the offender has been allowed to travel to the third-party state, and the original receiving state has closed interest, the offender must be ordered to return to Wisconsin for supervision. A new transfer request must be initiated before the offender is allowed to relocate to any other state.

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**.06 PROGRESS REPORTS**

Progress Reports are due from the receiving state annually. ICOTS automatically sends e-mail reminders to both the sending and receiving states on a the due date and, if the Progress Report has not been submitted, 30 days after the date due. A Progress Report may be requested by the agent at any other time, if needed.

**.07 DISCHARGE**

Discharge certificates for Wisconsin cases being supervised out-of-state are forwarded by CRU to the Compact Office in DCC Central Office.

The Compact Office will forward the offender's copy of the absolute discharge certificate to the Wisconsin agent, with instruction to forward it to the offender.

When an offender has multiple cases, discharge certificates from single judgments will be forwarded to the Wisconsin agent, with instruction to retain all such discharges until an absolute discharge issued, and to then mail all discharges to the offender.

**.08 AMENDED DISCHARGE DATES**

The receiving state will cease supervision of Wisconsin offenders on the Wisconsin discharge date indicated at the time of application for transfer unless advised otherwise, in advance. If the scheduled discharge changes, the agent must submit a Compact Action Request in ICOTS, advising the receiving state of the change. Attach any related court or administrative order. The agent should also update the discharge date in ICOTS.

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**.01 POLICY**

Acceptance or rejection of a request for transfer of an offender from a sending state to Wisconsin will be based on the criteria for "Eligibility for Supervision" or "Eligibility-Special Circumstances" (See 12.01.05). The offender's previous supervision experience, lack of treatment, pending charges, outstanding warrants, or threat to the community are not valid reasons for rejecting the offender's supervision.

Subject to all other applicable criteria, Wisconsin will accept for supervision an offender from another state, without legal conviction, if the offender has entered a plea and a court has made a finding that the offender has committed a criminal offense.

**.02 SUPERVISION CONDITIONS**

Wisconsin agents must enforce compliance with rules and conditions established by the sending state, other than financial conditions. If Wisconsin is unable to enforce a condition imposed in the sending state, the agent shall notify the sending state in the Reply to Transfer Request. The sending state may then determine if the transfer will be allowed to go forward or be withdrawn.

The offender is responsible for direct payment of court obligations to the sending state. Financial obligations are not collected by the Wisconsin agent for the sending state. However, if notified by the sending state that the offender is not making required payments, the Wisconsin agent must notify the offender that he or she is in violation and must instruct the offender where payments are to be sent.

**.03 DNA REQUIREMENT**

An offender who has been accepted for supervision in Wisconsin under the interstate compact is required to submit a DNA specimen to the State Crime Lab if any of the following apply:

- Is released on parole or extended supervision or placed on probation in another state before January 1, 2000, and is on parole, extended supervision, or probation in this state from the other state under s.304.13 (1m), 304.135, or 304.16 on or after July 9, 1996, for a violation of the law of the other state that the Department of Corrections determines, under s.304.137(1), is comparable to a violation of s.940.225(1) or (2), 948.02(1) or (2), 948.025, or 948.085.

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.03 DNA REQUIREMENT (continued)

- Is released on parole or extended supervision or placed on probation in another state on or after January 1, 2000, and is on parole, extended supervision, or probation in this state from the other state under s.304.13(1m), 304.135, or 304.16 for a violation of the law of the other state that the Department of Corrections determines, under s.304.137(2), would constitute a felony if committed by an adult in this state. (Wisconsin Statutes, s.165.76(1)(e), (f))

.04 TRANSFER REQUEST TO WISCONSIN

OFFENDER IN WISCONSIN (WITH REPORTING INSTRUCTIONS) PRIOR TO INVESTIGATION

Forms Required

DOC-10, Rules of Community Supervision

DOC-2110, Sex Offender Residence Assessment

Wisconsin assumes responsibility for supervision when an offender, who has received reporting instructions, reports in Wisconsin as directed. The Compact Specialist will instruct the offender to report to an agent or office. The assigned agent shall have the offender sign the DOC-10 immediately, even if the transfer request has not yet been received. After verifying the offender's identity through reliable means of identification, e.g. driver's license, social security card, the State Identification (SID) number shall be queried via the Computerized Criminal History (CCH) to ascertain whether the offender has previous history in Wisconsin. If an SID number is not found, Electronic Fingerprint Scanning (EFS) should be utilized. If EFS is not available, an alternate method must be used such as another DCC office or law enforcement agency. The agent shall forward a Notice of Arrival through ICOTS as soon as the offender has reported in person.

Issuance of reporting instructions does not imply that a case transfer will be accepted. Once the transfer request is received, the agent shall proceed with the investigation and make a recommendation to accept or deny the transfer.

If the transfer request is rejected, the sending state must order the offender back within 15 calendar days of receiving the reply. Supervision responsibility reverts to the sending state upon the date the offender is due in that state or upon issuance of a warrant in the sending state, whichever is sooner. The agent should attempt to confirm that the offender did not remain in Wisconsin past the date to return.

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**.04 TRANSFER REQUEST TO WISCONSIN (continued)**

**SEX OFFENDER REQUESTING REPORTING INSTRUCTIONS:**

When a state requests reporting instructions for a "Sex Offender," (see s.12.01.04) who has been placed on probation and who was already living in Wisconsin, an agent will be assigned to investigate the proposed residence before reporting instructions are issued. Within 5 business days of the request, the agent must complete a DOC-2110, Sex Offender Residence Assessment, to determine if the proposed residence is acceptable under applicable laws or DOC policy.

The agent will notify the Compact Specialist if the residence is acceptable. If the residence is not approved, the agent shall indicate the specific reason(s) why the residence is not acceptable. The response should include a specific statement that the residence would not be allowed for an offender convicted in Wisconsin.

The Compact Specialist will review and approve the agent's decision and reasons. The Compact Specialist will submit the Response to Request for Reporting Instructions, in ICOTS, by the date due.

If the agent's investigation is not completed by the date due, reporting instructions must be issued.

**.05 TRANSFER PROCESS**

**COMPACT OFFICE RESPONSIBILITIES**

- Compact Office receives Transfer Request in ICOTS.
- Review request for compliance with ICAOS rules.
- Ensure all necessary forms and required documentation is present.
- Assign to appropriate Regional Compact Specialist or return to Sending State for action.

**REGIONAL COMPACT SPECIALIST RESPONSIBILITIES**

- Obtain agent assignment from appropriate DCC office.
- Assign Transfer Request to agent in ICOTS.
- Notify Ledger Keeper via e-mail.

**AGENT RESPONSIBILITIES**

- Locate Transfer Request in ICOTS workload tab or Offender Profile screen "Action Items."
- Investigate the Transfer Request. Verify proposed residence, means of support, and supervision plan.
- Within 30 days of assignment, make a recommendation to accept or deny the transfer. The recommendation should be reviewed with, and approved by, the supervisor.



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**.05 TRANSFER REQUEST TO WISCONSIN (continued)**

- Submit the Reply to Transfer Request in ICOTS. If applicable, include reporting instructions. If the decision is to reject the transfer, the Reply must cite the compact criteria relied upon in making the decision.
- Upon the offender's first report to the office, follow the instructions in regard to obtaining an SID number located in 12.04.02.

**.06 SUPERVISION**

Offenders from other states are supervised in the same manner as if they had been convicted in this state. Agents must complete all the relevant case opening requirements in 03.01.09, including obtaining a SID number, if the offender lacks a criminal history in Wisconsin.

Wisconsin agents shall provide progress reports to the sending state annually or, for good cause, upon request from the sending state. Progress reports will be submitted in ICOTS.

Information in the progress report will include current residence, employment/school, adjustment to supervision, programs of treatment attempted and completed by the offender, sanctions imposed since the previous report, and any specific information requested by the sending state which is available to the agent.

**.07 VIOLATIONS**

INVESTIGATION AND RECOMMENDATION: Violations will be investigated and case decisions made according to section 08.01.02. If a crime or significant violation has been committed, which would be grounds for revocation in Wisconsin, the agent will submit a Violation Report in ICOTS. The recommendation should be to request a warrant or order the offender to return to the sending state.

The Violation Report must be submitted within 30 days of learning of the violation(s). The report must include any relevant supporting documentation, including but not limited to:

- Police reports
- Toxicology reports
- Witness statements
- Offender's statements
- Preliminary hearing findings

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**.07 VIOLATIONS (continued)**

If the violation(s) include any of the following circumstances:

- new felony conviction;
- new conviction for a violent crime; or
- a significant violation committed by a violent offender;

Wisconsin may demand that the sending state retake the offender.

If the violation is a third significant violation, Wisconsin may demand that the sending state retake or order the offender to return to that state.

If no reply from the sending state is received within ten (10) working days, the agent may submit a Compact Action Request in ICOTS, requesting a Response to Violation Report. If the receiving state has not responded within five (5) working days of the follow-up request, the Compact Specialist should request the Deputy Compact Administrator to contact the Compact Administrator's office in the sending state to request assistance in obtaining a disposition.

Custody of an offender under supervision for another state is subject to the procedures for extending detention in section 07.01.08. The agent, supervisor, and regional chief must consider whether or not the offender should continue in custody pending a response from the sending state. If the time for a sending state's reply has passed, or if the sending state's decision is to wait for pending charges to be resolved, a Probable Cause Hearing should be held or the Order to Detain canceled. If custody is continued, the Administrator's extension must be obtained, even if a Probable Cause Hearing has taken place. If the Order to Detain is canceled, the Wisconsin agent shall resume supervision.

**ON-SITE PROBABLE CAUSE HEARING:** If an on-site Probable Cause Hearing is necessary, the hearing will be scheduled pursuant to Chapter 10.02.05. The agent will notify the offender of the hearing through the Notice of Preliminary Hearing ([DOC-415](#)). The offender must be afforded the opportunity to confront witnesses against them and present evidence and witnesses in their defense. A Probable Cause determination must be made by the Hearing Magistrate on each allegation. The Magistrate will not make a custody decision.

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.07 VIOLATIONS (continued)

A Probable Cause Hearing is not required if the basis for retaking is a new felony and offender has been convicted of the new felony offense. A copy of the judgment of conviction is conclusive proof that the offender may be retaken without further proceedings.

The offender may not waive the Probable Cause Hearing unless the waiver is accompanied by a signed admission to one or more significant violations.

Within 10 work days of the hearing, the Magistrate shall prepare a letter of decision that identifies the time, date, and location of the hearing, lists the parties present at the hearing, and includes a clear and concise summary of the testimony taken and the evidence relied upon in rendering a decision. The letter of decision and any reports or exhibits, or the signed waiver and admission, will be forwarded to the sending state, requesting that state to issue its warrant and file a detainer with the holding facility.

The agent will cancel the Order to Detain upon verification that the other state's detainer has been received at the holding facility. Wisconsin will not close interest in a case while the sending state is in the process of retaking the offender. Once the sending state has taken custody of the offender, the Wisconsin agent shall submit a Case Closure Notice in ICOTS.

ALTERNATIVES TO REVOCATION: Compact rules require that offenders from other states be supervised in a manner consistent with supervision of similar offenders convicted in Wisconsin. Consequently, offenders supervised under the interstate compact are eligible to participate in programs available to other offenders, including DAI-ATR programs.

If an ATR is appropriate and the offender agrees to participate in the program, the agent should clearly advise the sending state that the violation(s) are "significant" and retaking is requested, but a program is available as an alternative to revocation, if requested by the sending state. Both the offender and the sending state should be aware that failure to complete the ATR program will be considered a significant violation and will result in a new recommendation that the sending state retake the offender.

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.07 VIOLATIONS (continued)

CONTINUED SUPERVISION: If the violation does not require the sending state to retake or order the offender to return, the sending state may request continued supervision in Wisconsin. If requested, the agent will resume supervision. The agent may modify the rules of supervision, if appropriate. The sending state should be notified of any new special conditions or rules.

.08 ABSCONDING

An offender who is absent from his or her approved residence or place of employment, for the purpose of avoiding supervision, may be an absconder. The agent shall attempt to locate the offender. After attempts to locate the offender have failed, an Apprehension Request ([DOC-58](#)) shall be issued. The agent must check NO in the Extradite section of the [DOC-58](#). Under no circumstances will the Apprehension Request be entered in NCIC. When the offender is apprehended, follow the procedures in 12.04.04.

If the offender's whereabouts are still unknown after thirty (30) days, the Apprehension Request must be canceled. A Violation Report is submitted in ICOTS and should be followed by a Case Closure Notice. (See note) The Violation Report must include facts regarding the absconding, efforts to locate the offender, the person's last known address, and the date of last face-to-face contact with the offender.

Note: Wisconsin may close interest in a case upon notification to the sending state that an offender has absconded. However, if it is believed that the offender may still be in the area and poses a public safety risk, the Apprehension Request may remain active along with the interstate case. Once the sending state's warrant has been confirmed in NCIC, however, the case should be closed and the Apprehension Request canceled.

Occasionally, an offender who has absconded is subsequently arrested in Wisconsin on the sending state's warrant. In those cases, and upon the request of the sending state, Wisconsin will conduct a Probable Cause Hearing on the violations, unless waived by the offender. (See 12.04.07) An agent in the county where the offender is in custody will be assigned to conduct the hearing or obtain a hearing waiver.

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**.09 WAIVER OF EXTRADITION**

An offender must waive all rights to extradition proceedings at the time of application for transfer under the Interstate Compact. By Compact rule, an offender pending retaking is not eligible to be released on bail. An offender being retaken by a sending state must be released to duly authorized agents of the sending state without extradition.

**.10 OUT OF STATE TRAVEL**

Offenders from other states may be issued travel permits in the same manner as Wisconsin's offenders. If the sending state has identified the case as "Victim Sensitive," the agent must notify the sending state when a travel permit is issued.

**.11 RETURN TO SENDING STATE**

An offender under supervision for another state may request to return to that state. Prior to allowing an offender to move back to the sending state, the Wisconsin agent must submit a Request for Reporting Instructions in ICOTS, indicating the offender is a "transferred offender returning to sending state." The request will provide the offender's destination in the sending state, including address and phone number.

In most cases, the sending state must provide reporting instructions within two business days of receiving the request. In a "victim sensitive" case, the sending state may be required to notify the victim, prior to issuing the instructions. The offender may not be allowed to leave Wisconsin prior to receiving reporting instructions.

Upon receipt of reporting instructions, the agent will provide the offender with the reporting instructions and a Travel Permit and submit a Case Closure Notice in ICOTS.

**.12 ARRANGEMENTS FOR TRANSFER TO A THIRD STATE**

An offender being supervised for another state may request a transfer to a third state. To initiate the request, the Wisconsin agent will submit a Compact Action Request and Progress Report in ICOTS. Responsibility for arranging transfer to the third state rests with the original sending state.

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**.12 ARRANGEMENTS FOR TRANSFER TO A THIRD STATE (continued)**

If requested, the Wisconsin agent will assist the sending state in obtaining the offender's signature on the ICAOS "Offender's Application for Interstate Transfer." The offender must remain in Wisconsin until the sending state advises that the transfer has been accepted in the third state or provides reporting instructions.

Upon notice of acceptance or issuance of reporting instructions in the third state, the Wisconsin agent will issue a Travel Permit and submit a Case Closure Notice in ICOTS.

If the sending state advises that the transfer request is not approved by either the sending state or the third state, supervision will continue in Wisconsin. If the offender has been permitted to travel to the third state with reporting instructions, the offender shall be ordered to return to Wisconsin and supervision will continue.

If the offender fails to return as directed, the agent will submit an absconder Violation Report and a Case Closure Notice in ICOTS.

**.13 EARLY DISCHARGE**

Early discharge from supervision can only be granted by the sending state. When an agent feels that a case merits such consideration, a Compact Action Request and Progress Report are sent to the sending state in ICOTS. If the sending state does not issue an early discharge, supervision must be continued by the Wisconsin agent until the scheduled discharge date.

**.14 DEATH OF OFFENDER**

In the event of a Compact offender's death, the Wisconsin agent will obtain verification using sources identified in Chapter 06.36. A death certificate is not required. A Case Closure Notice with death verification shall be submitted to the sending state in ICOTS.

**.15 CASE TERMINATION**

The DCC Interstate Compact Office, upon receipt of a Case Closure Notice, notifies the Central Records Unit to issue a termination number.

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.15 CASE TERMINATION (continued)

Supervision will cease and a Case Closure Notice shall be submitted in ICOTS upon:

- the date of discharge, unless informed of an earlier or later date by the sending state;
- notification to the sending state that the offender has absconded;
- notification to the sending state that the offender has been sentenced to incarceration for more than 180 days;
- notification of death; or
- return to sending state.